

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	EARLY INTERVENTION SERVICE COORDINATOR
Jurisdictional Class:	Competitive
Date Adopted:	7/22/96
Date Revised:	
Jurisdictions:	County
Union Status:	CSEA
Pay Grade:	14

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves providing a variety of professional care coordination services to children with special needs and their families. Incumbent conducts family intakes and child/family assessments. The incumbent coordinates services and develops, monitors and updates family service plans, and makes appropriate referrals as needed. Direct supervision is received from the Preschool Special Needs Coordinator/Local Early Intervention Official. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts intake with families of children suspected of having special needs and conducts home visits;
Provides families with all necessary information related to the early intervention process such as eligibility, care coordination, evaluation and family service plans and options;
Conducts family assessments which assist the family to detail their strengths and needs as related to the special needs of their children;
Approves service plan meetings with all participants;
Assures and facilitates the development of a written comprehensive individualized family service plan that is family focused and includes the necessary components and participants;
Assists families with referral, application or other forms required for the acquisition of services;
Provides additional assistance and referral services deemed necessary and advocates for the family with service providers;
Monitors services identified in the service plan;
Maintains communication with family, evaluators, providers of service and Early Intervention Official;
Collects data and documents progress of child/family in the case record;
Assists families to resolve disagreements, questions, or problems with implementation of the care plan and amend plan as needed; access to other services not in care plan;
Assures programmatic confidentiality;
Assists with the transition process from the Early Intervention Program (CPSE etc.);
May serve as Early Intervention Official Designee when directed by the Early Intervention Official

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of child development in the field of special education; working knowledge of early intervention services available to children with special needs; good assessment and case management and coordination skills; good written and oral communication skills; ability to counsel parents concerning program participating; ability to establish and maintain good working relationships with parents, professional groups, providers, public and private social agencies, and others.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a health or human services field and one (1) year of experience

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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dealing with families and/or children in a recognized public or private agency adhering to prescribed standards; **OR**

- (B) Graduation from an approved school of nursing and two (2) years of experience in a recognized public or private agency adhering to prescribed standards; **OR**
- (C) Graduation from a regionally accredited or New York State registered two-year college with an associate degree in a health or human services field and two (2) years of experience dealing with families and/or children, one (1) year of which shall consist of service coordination experience with children with developmental delays or disabilities, in a recognized public or private agency adhering to prescribed standards; **OR**
- (D) Any equivalent combination of training and experience as outlined by the limits of (A), (B) and (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbent must possess a valid, appropriate level New York State Motor Vehicle Operator's license or otherwise demonstrate the ability to meet the travel needs of the job.

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